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NASA Procedural Requirements

COMPLIANCE IS MANDATORY**NPR 9631.1**Effective Date: September 30,
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Request Notification of Change

 (NASA Only)**Subject: Disbursements****Responsible Office: Office of the Chief Financial Officer**

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Appendix G. NASA Requirements for Delegation

G.1 Delegations for CFO Functions

G.1.1 Delegation. NASA shall ensure the Department of Treasury (Treasury) Financial Management Services (FMS) Form 2958, Delegation of Authority, is completed as described below to delegate authority.

- a. Filled out promptly, accurately and completely.
- b. All signatures are to be in black, non-erasable ink. All signatures should be within the signature block(s) provided. All signatures must be the official signature of the individual, 'nicknames' will not be used. Original signatures are required. All four signature blocks of the individual to whom authority is being delegated or who is being designated require original signatures.
- c. Copy 3 will be retained and copies 1 and 2 forwarded to FMS, who will verify the delegation, sign and return copy 2 to the Delegator. The receipt of copy 2 signifies FMS' acceptance. On receipt of copy 2, the delegator will verify the contents of copy 2 against the retained copy 3 to ensure that no alterations occurred.
- d. FMS Form 2958 instructions are located on the back of the form.

G.1.2 Renewal and Termination.

G.1.2.1 Authorities for delegations must be renewed based on the expiration date as estimated by FMS, after two years. The effective date of a delegation is that date from which FMS calculates the period until it expires. It will be the latter of the effective date requested on the form, or the date accepted by FMS.

G.1.2.2 Action to Renew. FMS will notify the NASA official who has delegation authority of pending expiration, by mailing a 'Letter of Notification of Pre- Expiration' to the address listed in Section VI of FMS Form 2958 that documented the delegation. Prompt actions shall be taken to renew the authority by submitting a new FMS Form 2958 with the Re-Delegation block checked.

G.1.2.3 Letter of Renewal may not be used to renew delegations.

G.1.2.4 Delegations not renewed by their expiration date will become void as of that date and no further delegations will be accepted from the individual without submission and approval of a new delegation.

G.1.2.5 Notifications of expired delegations will be made by FMS via a 'Letter of Notification of Expiration', mailed to the delegating official, at the address provided in Section VI of the original delegation or designation form.

G.1.2.6 Once a delegation or designation expires, a new delegation must be submitted to reinstate that individual using FMS Form 2958.

G.1.2.7 When an individual, for whom a delegation is on file with FMS, departs or otherwise becomes ineligible to act (including reassignment, retirement, departure, death, etc.), the responsible delegating official shall forward the appropriate FMS Form 2958, revoking the delegation of the departing/ineligible designee to FMS. Revocations will

be effective on the date received and processed by FMS.

G.1.3 Reorganization. If organization names or titles change, authority must be re-delegated to all affected positions. Although delegations will not expire until the required renewal date (two years), NASA shall assure the re-delegation is processed as soon as the changes are official by initiating a re-delegation by executing the appropriate FMS Form 2958 for each official, checking the Re-delegation block, and noting in the "Name" block in Section II the word "Reorganization."

G.1.4 Head of the Agency. The NASA Administrator is the only person who can self-delegate. All authority to expend NASA funds, and to certify the disbursement of such funds through a Treasury Disbursing Officer, initially resides with the NASA Administrator.

G.1.4.1 Self-delegation completing FMS Form 2958.

G.1.4.1.1 Check all authority blocks in Section I; this establishes the authorities of the Head of the Agency.

G.1.4.1.2 Check the appropriate block for type of action (delegation or re-delegation).

G.1.4.1.3 Complete Section II, with information on the individual designated as Head of Agency.

G.1.4.1.4 NASA Administrator shall manually sign all signature sample blocks and the Delegator block.

G.1.4.2 Head of Agency delegations are valid for a period of two (2) years from effective date, unless revoked earlier.

G.1.4.3 Revocation. When a Head of Agency leaves that capacity for whatever reason, his authority for disbursement must be revoked. The following should be observed:

- a. Forward FMS Form 2958 revoking the Head of Agency delegation of the departing/ineligible designee to FMS signed by the succeeding Head of Agency or the departing Head of Agency.
- b. Revocations will be effective on the latter of the effective date requested by the agency or the date received and processed by FMS.
- c. Neither revocation nor expiration has an effect on the delegations and/or designations that were made.

G.1.5 Other Officials Delegated Authority. This covers the delegations from the Administrator to the Agency Deputy Chief Financial Office (DCFO) and re-delegation from the Agency DCFO to the NASA Shared Services Center (NSSC) officials to designate accountable officers to perform specific disbursing functions through FMS.

G.1.5.1 FMS Form 2958 shall be used to delegate authority so that accountable officials can be designated to perform specific disbursing functions through FMS.

G.1.5.2 For each authority delegated, it must be specified whether the authority MAY or MAY NOT be re-delegated by checking the box or boxes on the form.

G.1.5.3 Delegations of designation authority are valid for a period of two (2) years from the effective date, unless revoked earlier.

G.1.5.4 To designate an accountable official, there must be a valid delegation and an up-to-date FMS Form 2958 on file with FMS for the designating official.

G.1.5.5 When the delegating or designating official will no longer be in that capacity for whatever reason, their authority must be revoked. The following should be observed:

- a. The responsible delegating official will forward the FMS Form 2958 revoking the authority.
- b. Revocations will be effective on the latter of the effective date requested or the date received and processed by FMS.
- c. Neither revocation nor expiration has an effect on other delegations and/or designations that were made.

G.1.6 FMS Form 2958 Processing.

G.1.6.1 The FMS Form 2958 will be completed and signed (in the four signature blocks provide for Section III - SIGNATURE SAMPLES OF DESIGNEE) by the designated NSSC official and submitted to the Agency DCFO.

G.1.6.2 As appropriate, the Agency DCFO will approve and sign the FMS Form 2958 (in the signature block in Section IV-DELEGATORS SIGNATURE).

G.1.6.3 The Agency DCFO will transmit the FMS Form 2958 to Treasury's Chief Disbursing Officer.

G.1.6.4 Copies of the FMS Form 2958 will be distributed to the Regional Disbursing Offices by the Chief Disbursing Officer.

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